

National Investigation Agency

Ministry of Home Affairs
Government of India
Opposite CGO Complex, Lodhi Road
New Delhi

No. E-78/002/Dep-DEO/NIA/2019/8332

Dated 03.08.2020

Notice for filling up the post of Data Entry Operator on Deputation/Absorption basis in the NIA

Nominations are invited for the post of **Data Entry Operator** on deputation/ absorption basis in National Investigation Agency (NIA). Detail of post and vacancy is as under:-

Sl. No.	Post	Pay Scale	Vacancy and method of filling	Proposed place of posting
1	Data Entry Operator	Pay Matrix Level - 5 (Rs. 29,200-92,300) (pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)	14 posts by deputation/ absorption	Delhi, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Raipur, Jammu and Chandigarh

2. The eligibility criteria (educational qualifications, experience, etc.) and application form is available on NIA website www.nia.gov.in as **Annexure-I-A** and **Annexure-II**. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. The nominations of eligible officers alongwith following documents should reach to the **SP (Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi-110003** through proper channel within **02 months from the date of publication of this item in 'Employment News'**.

- Bio-data in prescribed proforma as per **Annexure-II** duly countersigned by the Competent Authority.
- Up to date APAR dossiers from the year 2014-15 to 2018-19 (in case photocopies are being sent, it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of Under Secretary, Govt. of India.
- Vigilance Clearance and Integrity Certificate issued by the respective department.
- The details of major/minor penalties imposed on the officer during the last 10 years.

4. Applications received after the last date, or application of incomplete in any respect or those not accompanied by the documents/information as per Para 3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per the records.

(N K Tyagi)

SP (Admin)

NIA Hqrs, New Delhi

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